

Civil Rights Requirements

FNS Instruction 113-1: Civil Rights
Compliance and Enforcement – Nutrition
Programs and Activity



Civil Rights

- Goal of Civil Rights is to maintain
 - Equality
 - Empowerment
 - Access
 - Dignity

Civil Rights

TRIVIA TIME

TOPIC: CIVIL RIGHTS

WHERE CAN YOU FIND ALL OF THE CIVIL RIGHTS REQUIREMENTS FOR USDA NUTRITION PROGRAMS?

- a) The CACFP regulations (7 CFR § 226)
- b) FNS Instruction 796-2, rev. 3
- c) FNS Instruction 113-1
- d) DCMR Title 4

FNS Instruction 113-1: Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

Civil Rights

TRIVIA TIME

- How many Protected Classes has the USDA established?
 - 6
- Can you name them?
 - Race
 - Color
 - National Origin
 - Sex
 - Age
 - Disability
- How many Protected Classes has the District of Columbia established?
 - 11
- Can you name them?
 - Marital status
 - Personal appearance
 - Sexual Orientation
 - Gender Identity or expression
 - Family responsibilities
 - Familial status
 - Place of residence or business
 - Genetic information
 - Matriculation
 - Source of income
 - Political affiliation

Civil Rights

TRIVIA TIME

TOPIC: TYPES OF DISCRIMINATION

WHICH OF THE FOLLOWING IS NOT A TYPE OF DISCRIMINATION?

- a) Not accommodating someone in a protected class
- b) Treating people in a protected class differently from others
- c) Excluding participants outside of your program's scope
- d) Retaliating against someone for filing a civil rights complaint

Civil Rights

TRIVIA TIME

TOPIC: ASSURANCES

WHAT ARE ORGANIZATIONS REQUIRED TO ASSURE IN ORDER TO RECEIVE USDA FUNDS?

- a) That they will not discriminate against protected classes
- b) That they will follow all applicable laws, regulations, policies, guidance, and instructions
- c) That they will maintain civil rights data and documentation
- d) That they will allow civil rights compliance reviews
- e) All of the above

Civil Rights

TRIVIA TIME

TOPIC: ANNUAL TRAINING

NORMA'S HOUSE OF LOVE CDC HELD CIVIL RIGHTS TRAINING FOR FRONTLINE STAFF ON AUGUST 3RD.

ON OCTOBER 5TH, A NEW TEACHER NAMED TINA BEGINS WORKING AT THE CENTER.

WHEN SHOULD TINA RECEIVE HER FIRST TRAINING ON CIVIL RIGHTS?

- a) Within three months
- b) Next year at the center's annual civil rights training
- c) When the State Agency has time to train her
- d) During her new staff member orientation

All frontline staff must receive civil rights training initially and annually thereafter.

Civil Rights


TRIVIA TIME

TOPIC: DATA COLLECTION

WHICH IS TRUE ABOUT ANNUAL CIVIL RIGHTS DATA COLLECTION?

- a) USDA uses the data to direct the integration of programs
- b) The State Agency requires institutions to report March data
- c) Institutions report data on actual participants and the eligible population
- d) Institutions must require participants to identify their race and ethnicity for the annual report

Civil Rights Data Documentation Form


The Child and Adult Care Food Program
Annual Civil Rights Data Collection Form

In order to comply with federal civil rights requirements, please use this form to record:

- The actual race and ethnicity information for all CACFP participants at your institution, and
- The race and ethnicity of potentially eligible persons who live in the service area of the institution or its facilities.

The State Agency recommends completing this form each December using data from participants who were enrolled or in attendance during the month of November. However, the form may be done at any time that reflects usual enrollment or attendance as long as it is completed once annually.

Name of Institution: _____
Institution Address: _____

Actual Participants' Race and Ethnicity Information

Total number enrolled or in attendance: _____ In (month and year): _____

Ethnicity

Number Hispanic or Latino: _____	Number <u>Not</u> Hispanic or Latino: _____
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Race

Number American Indian or Alaskan Native: _____	Number Native Hawaiian or Other Pacific Islander: _____
Number Asian: _____	Number White: _____
Number Black or African American: _____	

Race and Ethnicity Information for the Eligible Population

Data Source: _____

Population: ☐ District ☐ Ward (specify): _____ ☐ Other (specify): _____

Ethnicity

Number or Percentage of Hispanic or Latino: _____	Number or Percentage of Not Hispanic or Latino: _____
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Race

Number or Percentage American Indian or Alaskan Native: _____	Number or Percentage Native Hawaiian or Other Pacific Islander: _____
Number or Percentage Asian: _____	Number or Percentage White: _____
Number or Percentage Black or African American: _____	Two or More Races / More Than One Race / Some Other Race: _____

Signature of Institution Official _____ Date _____
Printed Name of Institution Official _____

- Civil Rights Data Collection must be taken annually
- Organizations are required to obtain the race and ethnicity of program participants upon enrollment and annually

Civil Rights

Staff Training

Complaint
Procedures

Public
Notification

Customer
Service

Language
Assistance

“Justice for All” poster



Where should this poster be?

Hung in a public area where it is visible to participants and parents

It must be printed on 11" x 17" paper